



BOE-400-FTA REV. 1 (7-03)

California Fuel Taxes/Fees Application

UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX LAW • AIRCRAFT JET FUEL TAX LAW • VENDOR USE FUEL TAX •
OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW • MOTOR VEHICLE FUEL TAX LAW • USE
FUEL TAX LAW • DIESEL FUEL TAX LAW • UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX LAW • AIRCRAFT JET
FUEL TAX LAW • VENDOR USE FUEL TAX • OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW
• MOTOR VEHICLE FUEL TAX LAW • USE FUEL TAX LAW • DIESEL FUEL TAX LAW • UNDERGROUND STORAGE TANK
MAINTENANCE FEE TAX LAW • AIRCRAFT JET FUEL TAX LAW • VENDOR USE FUEL TAX • OIL SPILL, PREVENTION,
ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW • MOTOR VEHICLE FUEL TAX LAW • USE FUEL TAX LAW • DIESEL
FUEL TAX LAW • UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX LAW • AIRCRAFT JET FUEL TAX LAW • VENDOR
USE FUEL TAX • OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW • MOTOR VEHICLE FUEL
TAX LAW • USE FUEL TAX LAW • DIESEL FUEL TAX LAW • UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX LAW •
AIRCRAFT JET FUEL TAX LAW • VENDOR USE FUEL TAX • OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL
RESPONSE FEE LAW • MOTOR VEHICLE FUEL TAX LAW • USE FUEL TAX LAW • DIESEL FUEL TAX LAW • UNDERGROUND
STORAGE TANK MAINTENANCE FEE TAX LAW • AIRCRAFT JET FUEL TAX LAW • VENDOR USE FUEL TAX • OIL SPILL,
PREVENTION, ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW • MOTOR VEHICLE FUEL TAX LAW • USE FUEL TAX LAW
• DIESEL FUEL TAX LAW • UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX LAW • AIRCRAFT JET FUEL TAX LAW •
VENDOR USE FUEL TAX • OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL RESPONSE FEE LAW • MOTOR VEHICLE
FUEL TAX LAW • USE FUEL TAX LAW • DIESEL FUEL TAX LAW • UNDERGROUND STORAGE TANK MAINTENANCE FEE TAX
LAW • AIRCRAFT JET FUEL TAX LAW • VENDOR USE FUEL TAX • OIL SPILL, PREVENTION, ADMINISTRATION AND OIL SPILL

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Where Can I Get Assistance?

FUEL TAXES DIVISION

If you need help with your application or have questions regarding the fuel taxes administered by the Board, please call the Fuel Taxes Division. Call between 8 a.m. and 5 p.m., Monday through Friday, excluding State holidays.

916-322-9669

Fuel Taxes Division
State Board of Equalization
P.O. Box 942879
Sacramento, CA 94279-0030

WRITTEN TAX ADVICE

It is best to get tax advice from the Board in writing. You may be relieved of tax/fee, penalty, or interest charges if we determine you did not correctly report tax because you reasonably relied on our written advice regarding a transaction.

For this relief to apply, your request for advice must be in writing, identify the taxpayer to whom the advice applies, and fully describe the facts and circumstances of the transaction.

Send your request for written advice to the Fuel Taxes Division (see above for address).

INTERNET

www.boe.ca.gov

Our website includes lots of useful information. For example, you can download numerous publications — such as laws, regulations, pamphlets, and policy manuals — that will help you understand how the law applies to your business. You can also verify sellers' permit numbers on-line, read about upcoming Taxpayers' Bill of Rights hearings, and obtain information on Board field office addresses and telephone numbers.

Another good resource — especially for starting businesses — is the California Tax Information Center at www.taxes.ca.gov.

TAXPAYERS' RIGHTS ADVOCATE OFFICE

If you would like to know more about your rights as a taxpayer or if you are unable to resolve an issue with the Board, please contact the Taxpayers' Rights Advocate office for help. Call 916-324-2798 (or toll-free, 888-324-2798). Their fax number is 916-323-3319.

If you prefer, you may write to them at the following address: Taxpayers' Rights Advocate; State Board of Equalization; 450 N Street; PO Box 942879; Sacramento CA 94279-0070.

To request a copy of publication 70, *The California Taxpayers' Bill of Rights*, call the Information Center or visit our Internet site.



Message from the Executive Director

We appreciate the fact that as the operator of a business, you are busy and have many responsibilities. You may be responsible for income and fuel tax payments and for a variety of other obligations, such as payroll taxes, insurance, and employee benefits.

For that reason, we want to make it as easy as possible for you to work with us. As you can see on page 2, we offer many services to help you with your questions.

If you are unable to find the answers you need, please call our Information Center. Our trained representatives will be glad to help.

How Do I Apply?

Step 1: Complete Your Application

Fill out the application on page 5 (perforated for easy removal). Be sure to refer to the "Tips" on page 4.

If you need help filling out the form or have questions, please call our Fuel Taxes Division at 916-322-9669 or our Information Center at 800-400-7115.

Step 2: Send in Your Application and Supporting Documents

Make a copy of your completed application for your files, then mail the original application to: Fuel Taxes Division; Board of Equalization; P.O. Box 942879; Sacramento, California 94279-0030. Please be sure to sign and date your application and to include copies of all required documents. We cannot process your application unless it is complete.

Step 3: After We Approve Your Application

You should receive your account, license or permit approximately two weeks after we have received your application, assuming it is complete and no security deposit is required. If a security deposit is required, you should allow approximately another two weeks to receive your account number, license or permit. There is no charge for the account number, license or permit. We will let you know whether you must file returns on a monthly, quarterly, or yearly basis. Your return is due on or before the due date printed on the return.

FUEL TAXES DIVISION
916-322-9669

INFORMATION CENTER
800-400-7115

FOR TDD ASSISTANCE

From TDD phones: 800-735-2929

From voice phones: 800-735-2922

SALES TAX FIELD OFFICES
 CALL FOR ADDRESSES

City	Area Code	Number
Bakersfield	661	395-2880
Culver City	310	342-1000
El Centro	760	352-3431
Eureka	707	445-6500
Fresno	559	248-4219
Laguna Hills	949	461-5711
Long Beach	562	901-2483
Norwalk	562	466-1694
Oakland	510	622-4100
Rancho Mirage	760	346-8096
Redding	530	224-4729
Riverside	909	680-6400
Sacramento	916	227-6700
Salinas	831	443-3003
San Diego	619	525-4526
San Francisco	415	356-6600
San Jose	408	277-1231
San Marcos	760	510-5850
Santa Ana	714	558-4059
Santa Rosa	707	576-2100
Stockton	209	948-7720
Suisun City	707	428-2041
Torrance	310	516-4300
Van Nuys	818	904-2300
Ventura	805	677-2700
West Covina	626	480-7200

Out-of-State Businesses
 916-227-6600

Tips for Filling Out Your Application

Section I: Type of Account, License or Permit

Indicate the type of business activity you are engaging in (see page 9, Frequently Asked Questions, for a list of the categories of account numbers, licenses and permits).

Section II: Ownership Information

Items 1 – 27

All applicants. You must provide the information requested for each owner or partner (attach additional sheets if necessary)

All partnerships. A partnership should provide a copy of its written partnership agreement, if one exists. If you file your agreement with us *at the time you apply for an account, license or permit*, and your agreement specifies that all business assets are held *in the name of the partnership*, the law requires the Board to attempt to collect any delinquent tax/fee liability from the partnership assets before it attempts to collect from the partners' personal assets.

You should notify us immediately if you add or drop partners (see page 9). If you check "Corporation," "Limited Liability Company (LLC)," or "Business Trust," be sure to complete items 3-6.

Note: Publicly traded companies are not required to complete items 7-27 for corporate information.

Items 9, 10, 16, 17, 23, 24: Driver License/Social Security Number

You must provide a copy of your driver license or other proof of identification, and your social security number. This information is not made available to the public (see page 11 for privacy policy). Corporate officers are not required to provide social security numbers. Social security numbers will be requested of all other applicants.

Section III: Business Information


Item 2: Business Address

Underground Storage Tank Owner. The law presumes that the owner of the real property is the owner of an underground storage tank located on the real property. If you are applying for an Underground Storage Tank account, please list the site location(s) of your underground storage tanks on the business address line. If you are not the owner of the real property but are the owner of the underground storage tank(s), please provide us with a copy of your lease agreement or any other documentation which substantiates your ownership.

Section IV: Requirements by Category

Be sure to complete the section that applies to the type of account number, license or permit you wish to obtain.

Section V: Certification

 This section must be signed by the business owner, general partner, corporate officer or LLC manager, or member.

APPLICATION FOR FUEL TAX/FEE ACCOUNT NUMBER, LICENSE OR PERMIT

SECTION I: TYPE OF ACCOUNT, LICENSE OR PERMIT

1. PLEASE CHECK TYPE OF ACTIVITY(S) YOU ARE ENGAGING IN:

- | | |
|---|---|
| <input type="checkbox"/> Aircraft Jet Fuel Dealer (MJ) | |
| <input type="checkbox"/> Oil Spill Prevention, and
Administration Fee (OA) | |
| <input type="checkbox"/> Oil Spill Response Fee (OR) | |
| <input type="checkbox"/> Underground Storage Tank Owner (TK) | <input type="checkbox"/> Exempt Bus Operator Diesel Fuel Tax (DB) |
| <input type="checkbox"/> Vessel/Pipeline Operator (PC) | <input type="checkbox"/> Diesel Government Entity (DG) |
| <input type="checkbox"/> Industrial User (PM) | <input type="checkbox"/> Diesel Qualified Highway Vehicle Operator (DH) |
| <input type="checkbox"/> Train Operator (PT) | <input type="checkbox"/> Diesel User (DU) |
| <input type="checkbox"/> Vendor User Fuel Tax (AV) | <input type="checkbox"/> Diesel Exempt Seller (DZ) |
| <input type="checkbox"/> User Use Fuel Tax (AU) | <input type="checkbox"/> Other _____ |

PLEASE EXPLAIN YOUR BUSINESS OPERATIONS (attach additional sheets if necessary)

SECTION II: OWNERSHIP INFORMATION

1. PLEASE CHECK TYPE OF OWNERSHIP

- | | |
|---|---|
| <input type="checkbox"/> Sole Owner | <input type="checkbox"/> General Partnership (provide a copy of your partnership agreement) |
| <input type="checkbox"/> Limited Partnership (provide a copy of your partnership agreement) | <input type="checkbox"/> Husband/Wife Co-Ownership |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Business Trust | <input type="checkbox"/> Joint Venture |
| | <input type="checkbox"/> Other _____ |

2. DATE YOU WILL BEGIN ACTIVITIES REQUIRING A LICENSE, PERMIT OR ACCOUNT IN CALIFORNIA (month, day & year)

3. ENTER NAME OF PARTNERSHIP, CORPORATION, LIMITED LIABILITY COMPANY (LLC), ORGANIZATION, OR OTHER ORGANIZATION

☐ 4. Check here if you have included a copy of your partnership agreement

5. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) OR SSN IF NO FEIN

6. CORPORATE OR LLC NUMBER, STATE OF INCORPORATION OR ORGANIZATION AND DATE OF INCORPORATION OR ORGANIZATION

Each owner, partner, corporate officer or principal must complete information below.
If needed, please attach additional sheet(s) to provide the information requested in this application.
Publicly traded companies are not required to complete this section.

☐ President ☐ Partner ☐ Manager ☐ Member ☐ Owner ☐ Trustee

7. FULL NAME (first, middle, last)

8. RESIDENCE ADDRESS (street, city, state, zip code)

9. SOCIAL SECURITY NUMBER (attach verification) (corporate officers excluded)

10. DRIVER LICENSE NUMBER (attach verification)

11. RESIDENCE TELEPHONE NUMBER

()

12. DAYTIME TELEPHONE NUMBER

()

13. SIGNATURE

☐ Vice President ☐ Co-Partner ☐ Co-Manager ☐ Member ☐ Co-Owner ☐ Trustee

14. FULL NAME (first, middle, last)

15. RESIDENCE ADDRESS (street, city, state, zip code)

16. SOCIAL SECURITY NUMBER (attach verification) (corporate officers excluded)

17. DRIVER LICENSE NUMBER (attach verification)

18. RESIDENCE TELEPHONE NUMBER

()

19. DAYTIME TELEPHONE NUMBER

()

20. SIGNATURE



APPLICATION FOR FUEL TAX/FEE ACCOUNT NUMBER, LICENSE OR PERMIT

☐ Secretary ☐ Co-Partner ☐ Co-Manager ☐ Member ☐ Co-Owner ☐ Trustee

21. FULL NAME (first, middle, last)

22. RESIDENCE ADDRESS (street, city, state, zip code)

23. SOCIAL SECURITY NUMBER (attach verification) (corporate officers excluded)

24. DRIVER LICENSE NUMBER (attach verification)

25. RESIDENCE TELEPHONE NUMBER

()

26. DAYTIME TELEPHONE NUMBER

()

27. SIGNATURE

**SECTION III: BUSINESS INFORMATION**

1. CURRENTLY DOING BUSINESS AS [DBA] (write none if not applicable) Partnerships complete if business name different than name of partnership.

2. BUSINESS ADDRESS (do not list P.O. Box or mailing service) If two or more locations, please attach a list.

DAYTIME TELEPHONE NUMBER

()

FAX NUMBER

()

3. MAILING ADDRESS (if different from above) (street, city, state, zip)

4. ADDRESS WHERE BOOKS AND RECORDS ARE MAINTAINED (street, city, state, zip)

DAYTIME TELEPHONE NUMBER

()

FAX NUMBER

()

5. NAME OF PERSON TO CONTACT REGARDING ALL LICENSING ACTIVITIES

DAYTIME TELEPHONE NUMBER

()

FAX NUMBER

()

6. NAME OF PERSON TO CONTACT REGARDING TAX REPORTING ACTIVITIES

DAYTIME TELEPHONE NUMBER

()

FAX NUMBER

()

7. NAME OF BANK OR FINANCIAL INSTITUTION HOLDING THE PRIMARY BUSINESS ACCOUNT

ACCOUNT NUMBER

ADDRESS (mailing address, city, state, zip)

TELEPHONE NUMBER

()

FAX NUMBER

()

SECTION IV: REQUIREMENTS BY CATEGORY (complete only the category that pertains to the respective account, license or permit for which you are applying)**AIRCRAFT JET FUEL DEALER INFORMATION REQUIRED (MJ program)**

What are your estimated average monthly taxable gallons of aircraft jet fuel sold or used? _____

Name and BOE license number of each of your supplier(s) _____

OIL SPILL RESPONSE, PREVENTION AND ADMINISTRATION FEE INFORMATION REQUIRED (OA and OR program)

Check the applicable box that best describes your business:

☐ Oil Refinery ☐ Marine Terminal Operator ☐ Pipeline Operator (in marine waters) ☐ Other (please describe)
Does your business operate from more than one location? ☐ Yes ☐ No (if yes, be sure to list all locations in Section III, line 2)**UNDERGROUND STORAGE TANK INFORMATION REQUIRED (TK program)**

Check the applicable box that best describes your business:

☐ Gas Station ☐ Other (please describe)

Number of tanks _____ Capacity of each tank (gallons) _____

Does your business operate from more than one location? ☐ Yes ☐ No (if yes, be sure to list all locations in Section III, line 2)Name of **owner of real property** for each site that has an underground storage tank _____**VESSEL/PIPELINE OPERATOR INFORMATION REQUIRED (PC program)**Do you operate a vessel that delivers petroleum products to any location in California? ☐ Yes ☐ No (if yes, please provide the following information)

Vessel name _____ Vessel ID _____ Delivery point _____

Do you operate a pipeline in California that delivers petroleum products? ☐ Yes ☐ No (if yes, please provide the following information)

Pipeline name _____ Pipeline location (include starting and ending location)

Please attach a copy of registration number (IRS) form 637.

APPLICATION FOR FUEL TAX/FEE ACCOUNT NUMBER, LICENSE OR PERMIT**INDUSTRIAL USERS INFORMATION REQUIRED (PM program)**

- Are you receiving gasoline blendstocks by bulk transfer for your own use in the manufacture of any product other than finished gasoline? ☐ Yes ☐ No
- Do you use any gasoline blendstocks in highway vehicles? ☐ Yes ☐ No
- Do you sell gasoline blendstocks? ☐ Yes ☐ No
- How are the gasoline blendstocks received? *(please describe)* _____
- Name, address and BOE license number of your supplier(s) _____

- What is the estimated number of gallons received per month? _____
- What product(s) is being produced? _____
- Date you started using gasoline blendstocks _____

USE FUEL VENDOR INFORMATION REQUIRED (AV program)

Check the applicable box that best describes your business:

☐ Gas Station ☐ Other *(please describe)* _____What types of "use fuel" do you sell: ☐ Liquefied petroleum gas (LPG) ☐ Liquid natural gas (LNG) ☐ Compressed natural gas (CNG)☐ Alcohol fuel ☐ Other *(please describe)* _____Does your business operate from more than one location? ☐ Yes ☐ No *(if yes, be sure to list all locations in Section III, line 2)* _____**USER USE FUEL INFORMATION REQUIRED (AU program)**

Do you have bulk storage in California? ☐ Yes ☐ No How many vehicles do you have that are powered by use fuel (liquefied petroleum gas, LPG; liquid natural gas, LNG; compressed natural gas, CNG; etc.)? _____ List license plate number and weight of each vehicle powered by use fuel.

EXEMPT BUS OPERATOR DIESEL INFORMATION REQUIRED (DB program)

Please describe your business operation _____

Note: Exempt bus operation status shall not be available to a charter party carrier of passengers. A contract for Amtrak Thru-way service does not qualify as an exempt bus operation.Name and BOE license number of each of your suppliers. If under contract to a school district(s), attach copy of most recent contract.

_____**DIESEL GOVERNMENT ENTITY INFORMATION REQUIRED (DG program)**NAME AND BOE LICENSE NUMBER OF EACH OF YOUR SUPPLIERS


_____**DIESEL USER INFORMATION REQUIRED (DU program)**

Describe your business operation _____

Describe your exempt usage _____

Do you purchase and use dyed diesel fuel? ☐ Yes ☐ No**SECTION V: CERTIFICATION**

I certify and declare, under penalty of perjury, that the information contained herein is correct to the best of my knowledge and that I am authorized to sign and certify this application.

NAME <i>(typed or printed)</i>	TITLE
SIGNATURE 	DATE

Return Application to: Board of Equalization, Fuel Taxes Division
450 N Street, P.O. Box 942879, Sacramento, CA 94279-0030, **916-322-9669**

FOR BOARD USE ONLY		PUBLICATIONS FURNISHED TO APPLICANT	
REPORTING BASIS		RETURNS/FORMS	EFT 89-T
<input type="checkbox"/> SECURITY	RECEIVED BY:	_____	Pub. 3
APPROVED BY		_____	Pub. 6
REMOTE INPUT DATE		_____	Pub. 12
BY		_____	Pub. 19
DATE		_____	Pub. 70
<input type="checkbox"/> PERMIT/LICENSE ISSUED		_____	Pub. 84
		_____	Pub. 88

Frequently Asked Questions

What type(s) of fuel tax/fee account, license or permit can I apply for using this form?

You can use this form to apply for an account number, license or permit for any of the following Fuel Taxes Division tax/fee programs:

Aircraft Jet Fuel Tax Law

- Aircraft Jet Fuel Dealer Permit (MJ)

Oil Spill Prevention, Administration and Oil Spill Response Fee Law

- Oil Spill Prevention, and Administration Fee Account (OA)
- Oil Spill Response Fee Account (OR)

Underground Storage Tank Maintenance Fee Law

- Underground Storage Tank Account Number (TK)

Motor Vehicle Fuel Tax Law

- Vessel/Pipeline Operator License (PC)
- Industrial User License (PM)
- Train Operator License (PT)

Use Fuel Tax Law

- Vendor Use Fuel Tax Permit (AV)
- User Use Fuel Tax Permit (AU)

Diesel Fuel Tax Law

- Vessel/Pipeline Operator License (PC)
- Exempt Bus Operator License (DB)
- Government Entity License (DG)
- Train Operator Permit (PT)
- Qualified Highway Vehicle Operator License (DH)
- Diesel User Account (DU) No license will be issued
- Diesel Exempt Seller Account (DZ) No license will be issued

Who must obtain an account, license or permit?

A brief summary of the general registration requirements for the applicable programs is included in the following summary:

• **Aircraft Jet Fuel Dealer Permit (MJ)**

You are an Aircraft Jet Fuel Dealer if you sell and deliver aircraft jet fuel into the fuel tank of an aircraft or into a storage facility where the fuel will be withdrawn for use in an aircraft.

• **Oil Spill Prevention, and Administration Fee Account (OA)**

You are required to be registered in this program if you are a marine terminal operator that receives crude oil or petroleum products or you operate a pipeline in marine waters that transports crude oil.

• **Oil Spill Response Fee Account (OR)**

You are required to be registered for this program if you are a refinery receiving crude oil; a marine terminal receiving petroleum products from outside the state or exporting crude oil from within the state; or a pipeline in which petroleum products enter the state crossing marine waters or in which crude oil is exported from the state.

• **Underground Storage Tank Account (TK)**

You are required to be registered in this program if you **own** an underground storage tank that stores petroleum products.

• **Vessel/Pipeline Operator License (PC)**

You are required to be registered for this program if you transport any reportable motor vehicle fuel and/or diesel fuel products into or out of any terminal in California.

• **Industrial User License (PM)**

You are required to be registered for this program if you receive any gasoline blendstocks products by bulk transfer for your own use in the manufacturing process as long as your final product is not finished gasoline.

• **Vendor Use Fuel Tax Permit (AV)**

You are required to be registered for this program if you sell and deliver into the fuel tank of a motor vehicle liquefied petroleum gas (LPG), liquid natural gas (LNG), compressed natural gas (CNG), or alcohol fuel.

• User Use Fuel Tax Permit (AU)

You are required to be registered if you operate a commercial vehicle with an unladen weight of 7,000 pounds or more that uses liquefied petroleum gas (LPG), liquid natural gas (LNG), compressed natural gas (CNG) or alcohol fuel as a fuel.

• Diesel User Account (DU)

You are required to be registered in this program if you use tax-paid diesel fuel in an exempt manner. Exempt usage includes, but is not limited to the following: gallons used in vessels, in vehicles operated off-highway, in construction equipment exempt from registration operated off-highway, in the operation of power take-off (PTO) equipment, in vehicles operated on highways under the jurisdiction of the U.S. Department of Agriculture and in reefer units.

• Diesel Exempt Seller Account (DZ)

You are required to be registered in this program if you export or sell tax-paid undyed diesel fuel for exempt purposes and you are not a licensed ultimate vendor.

Is there a charge for an account, license or permit?

No, however, you may be required to post a security deposit to cover any unpaid taxes/fees that may be owed. Security forms will be sent to you if security is warranted. Your account, license or permit will be issued after the appropriate security, if required, is posted to your account.

Is information regarding my account subject to public disclosure?

Generally, personal information, such as your driver license number, your social security number, and your residence addresses, are not disclosed to the public. However, some records are subject to disclosure, such as your BOE license or permit number, your business name and address, and your account number, license or permit status. Also, for purposes of enforcing the fuel laws, personal information may be disclosed to federal agencies and other state agencies. See also the disclosure information on the back page.

Why do you need to verify my social security and driver license numbers?

This is required to ensure the accuracy of the information provided and to protect you against fraudulent use of your identification numbers. If your social security card is not readily available, you may provide other documentation.

What are my responsibilities as the holder of an account, license or permit?

- **Must file tax or fee returns or reports.** You will receive returns for reporting your transactions and tax/fee payments. Returns are due on or before the due date printed on the return (you must file a tax/fee return even if you have no tax/fee due or activities to report).
- **Must keep records** to substantiate your activities as noted on the corresponding tax/fee returns. You must keep your records for a minimum of four years.
- **Must notify the Board if you move, change ownership, discontinue operations, or sell your business.** You should notify the Board of any change in ownership. If you do not, you could be held liable for the continuing fuel taxes/fees. In addition, you should immediately notify us in writing if you discontinue your business. Your notification will allow us to close your account number, permit or license and return any available security you may have posted.
- **Must furnish all the required information requested on applications for registration, tax/fee returns, and other related reports.** If you do not provide the information required on the application form, we may not be able to establish an account number, or issue your license or permit. In addition, the law provides penalties for failure to file a return; failure to furnish specific, required information; and for furnishing fraudulent information.
- **Should notify us immediately if you drop or add a partner.** This may protect former partners from tax/fee liabilities incurred by the business after the partnership change.

Other Fuel Taxes

You may also be required to register under one of the following tax programs. These programs are administered by the Fuel Taxes Division, which can be reached at 916-322-9669.

Motor Vehicle Fuel Tax and Diesel Fuel Tax

A Supplier of motor vehicle fuel or diesel fuel engaged in business in California as a Terminal Operator, Position Holder, Refiner, Blender, Enterer, or Throughputter must register with the Board and pay the excise tax on each gallon of fuel removed from the terminal rack. An Ultimate Vendor of diesel fuel must obtain a license to obtain a refund from the Board for undyed diesel fuel sold to a user of fuel for use on a farm for farming purposes or for use in an exempt bus operation. If one of these licenses is needed please contact our office at the above telephone number to request an application. You can also download the application (BOE-400-FCO, Application for Supplier and/or Ultimate Vendor License) from our website www.boe.ca.gov (look under Forms, Publications and Reports/Special Taxes/Forms numeric).

UNDERGROUND STORAGE TANK MAINTENANCE FEE, MOTOR VEHICLE FUEL LICENSE, USE FUEL TAX, DIESEL FUEL, OIL SPILL RESPONSE, PREVENTION AND ADMINISTRATION FEE PROGRAM PRIVACY NOTICE

Information Provided to the Board of Equalization

We ask you for information so that we can administer the state's Underground Storage Tank Maintenance Fee, sections 50101-50161¹; Health & Safety Code, sections 25280-25299.96; Motor Vehicle Fuel License Tax, sections 7301-8405; Use Fuel Tax, sections 8601-9355; Diesel Fuel Tax, sections 60001-60709; Oil Spill Response, Prevention, and Administration Fees, sections 46001-46751; Government Code, sections 8670.1-8670.53. We will use the information to determine whether you are paying the correct amount of tax and fee and to collect any amounts you owe. You must provide all of the information we request, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]).

What happens if I don't provide the information?

If your application is incomplete, we may not issue your account, permit or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you don't provide other information we request or that is required by law, or if you give us fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you don't provide information we request to support your exemptions, credits, exclusions, or adjustments, we may not allow them. You may end up owing more taxes or fees or receiving a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, we may share information regarding your account with certain government agencies (see list in following section). We may also share certain information with companies authorized to represent local governments.

Under some circumstances we may release to the public the information printed on your account, permit, or license, account start and closeout dates, and names of business owners or partners. When you sell a business, we can give the buyer or other involved parties information regarding your outstanding tax/fee liability.

With your written permission, we can release information regarding your account to anyone you designate.

We may disclose information to the proper officials of the following agencies, among others:

- United States government agencies: U.S. Attorney's Office; Bureau of Alcohol, Tobacco and Firearms; Depts. of Agriculture, Defense, and Justice; Federal Bureau of Investigation; General Accounting Office; Internal Revenue Service; Interstate Commerce Commission
- State of California government agencies and officials: Air Resources Board; Alcoholic Beverage Board; Auctioneer Commission; Dept. of Motor Vehicles; Employment Development Department; Energy Commission; Exposition and Fairs; Dept. of Food and Agriculture; Board of Forestry; Forest Products Commission; Franchise Tax Board; Dept. of Health Services; Highway Patrol; Dept. of Housing and Community Development; California Parent Locator Service
- State agencies outside of California for tax enforcement purposes
- City attorneys and city prosecutors; county district attorneys, police and sheriff departments.

Can I review my records?

Yes. Please contact your closest Board office (see the white pages of your phone book). If you need more information, you may contact our Disclosure Officer in Sacramento by calling 916-445-2918. You may also want to obtain publication 58-A, *Inspecting and Correcting Your Records*. You may order a copy from our Information Center: 800-400-7115 or download it from the Internet: www.boe.ca.gov (look under "Forms, Publications and Reports").

Who is responsible for maintaining my records?

The deputy director of the Property and Special Taxes Department whom you may contact by calling 916-445-6464 or writing at the address shown.

Deputy Director
Property and Special Taxes Department MIC:63
450 N Street
Sacramento CA 95814

¹All references are to California Revenue and Taxation Code unless otherwise indicated.